



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	INVENTORY MANAGEMENT CLERK
4	<i>Posting Number</i>	PN #111055
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	CRIME LABORATORY
7	<i>Section</i>	N/A
8	<i>Reporting Location</i>	1200 TRAVIS, *
	<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Receives, secures, preserves, inventories, compares, verifies and stores evidence, inventory, etc. in accordance with established procedures. May testify in a court of law to verify the chain of custody. Creates and maintains records, logs, etc. of evidence received or released. All records are performed in a timely manner as required by established procedures. Maintains evidence storage areas in a clean, orderly, safe and secure condition. Ensure safety and security of evidence. Checks disposition of evidence and keeps inventory counts. Participates in destruction of evidence as required by job assignment in accordance to established procedures. Assists with other related projects as needed.
- 10

WORKING CONDITIONS

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.
- 11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED.
- 12

MINIMUM EXPERIENCE REQUIREMENTS

Three months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.
- 13

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
- 14

PREFERENCES

None.
- 15

SELECTION/SKILLS TESTS REQUIRED

None.
- 16

SAFETY IMPACT POSITION

X

Yes

No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 9

\$693.00 - \$959.00 Biweekly    \$18,018.00 - \$24,934.00 Annually
- 18

OPENING DATE

June 14, 2006
- 19

CLOSING DATE

June 20, 2006
- 20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer